Primavera P6 Professional Advanced Training Class

✔ Explore the advanced features of Primavera P6 Professional

✔ Learn how to customize the Gantt chart

✔ Understand Earned Value Management and how to report status

✔ Tips and tricks for using advanced features like notebooks, Global Change, codes and User Defined Fields

✔ Learn with an experienced and trusted training provider

Course information

Learn about the advanced features of Primavera P6 Professional in this hands-on class.

Primavera P6 Professional can do so much. Extend your knowledge of what it can do and take your knowledge to the next level.

We’ve created a bespoke class covering the advanced topics that will be the most use to you in the day-to-day running of your projects using Primavera. This training will take you through the most commonly-used and requested advanced topics, with a focus on pragmatic application in the real world.

Our training has been developed with the help of industry professionals who use Primavera P6 in the field. The schedule data and techniques used in this class are based on real projects and real industry methods of operation.

Who should take this course

This course is for:

- Project managers
- Program managers
- Schedulers
- Other roles responsible for scheduling work, creating reports or supporting project work
This course is for people using the Windows client version of Primavera P6.

Prerequisites: Prior working knowledge of Primavera P6 Professional or attendance at our P6 Professional Fundamentals 2-day class.

**What's included**

- One day of live instructor-led training
- Comprehensive training manual

**Ways to take this course**

You can join our Primavera P6 Advanced training online or in-person at one of our venues in Virginia. We can also bring the course to your location. Do you have a team to train? If so, get in touch and find out when we can come to you.

**Dates and Prices**

**Price: $750**

Includes instructor-led live training during the course dates and course materials.
Course Outline

Wondering what you’ll cover in our Primavera P6 Professional Advanced training? Here’s the complete syllabus for the 1-day course.

Lesson 1: Introduction & Learning Objectives

- The Project Management Life cycle
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group

Lesson 2: User Preferences

- Understanding User Preferences
- Recommended user preference settings

Lesson 3: User Administration

- Adding Users to the system
- Security Profiles
- The Organizational Breakdown Structure (OBS)
- Assigning user privileges to projects and WBS elements

Lesson 4: General Administration

- Admin Preferences
- Admin Categories

Lesson 5: Global Change

- What Global Change can do for you
- How to create named Global Change configurations
- Exporting and Importing Global Change configurations

Lesson 6: Spreadsheet Export and Import

- Exporting a project to a spreadsheet
- Modifying the spreadsheet
- Loading new activities using a spreadsheet
Lesson 7: Customizing the Gantt Chart

- Understanding the Bars dialog
- Modifying existing Bars
- Create custom Bars based on filters
- Bar labels and other attributes of the Gantt Chart

Lesson 8: Notebooks, WPs and Docs

- Adding Notebook Topics to P6
- Entering narratives to P6 schedule activities
- How to attach Work Products (WPs) and documents (Docs) to P6 Projects
- How to associate WPs and Docs to schedule activities

Lesson 9: Codes and UDFs

- What are codes and UDFs
- How to create and manage Global, EPS and Project level Activity Codes
- User Defined Fields (UDFs)
- Project Codes and Resource Codes

Lesson 10: Advanced Reporting

- Creating tabular reports using the Report Wizard
- Creating Time-distributed Reports
- Modifying reports using the report Modify feature

Lesson 11: Earned Value Management

- Earned Value Management Fundamentals
- Setting up a P6 Project Schedule for EVM reporting
- Baselining the project ready for Earned Value reporting
- Managing project status
- Earned Value reporting

To learn more about this class, please contact Ten Six (703) 910-2600 or email us at training@tensix.com